

CM/ECF PITFALLS TO AVOID

1.

Who Am I?

Remember to check the PARTY ROLE drop down menu for the party you are adding. It is important that you correctly identify party's role in the case - (debtor, creditor, plaintiff, etc ...)

Party Information

SSN:xxx-xx-9879

Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Macon"/>	State	<input type="text"/>
County	<input type="text" value="Bibb"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Role	<input type="text" value="3rd Party Plaintiff (3pp:pty)"/>
ProSe	<input type="text" value="no"/>		

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

2.

Where Am I?

Venue is determined by the debtor's address - not by your address or where it is convenient to attend the 341 meeting or court hearings. You must correctly select the venue when filing your case electronically.

Open New Bankruptcy Case

Office	<input type="text" value="Thomasville"/>
Case type	<input type="text" value="Albany"/>
Date filed	<input type="text" value="Columbus"/>
Chapter	<input type="text" value="Thomasville"/>
Joint Petition	<input type="text" value="Valdosta"/>
Deficiencies	<input type="text" value="n"/>

Next Clear

Party Information

SSN:Unknown

Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Role	<input type="text" value="Debtor (db:pty)"/>
ProSe	<input type="text"/>		

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

3.

Matrix, matrix.....who's got the matrix?

You must remember to perform a separate step to upload the creditor matrix file into the database. The creditor matrix must be in .txt format (not pdf)

Creditor Maintenance

[Enter individual creditors](#)
[Upload a creditor matrix file](#)
[Edit creditors](#)

DO NOT LOAD MATRIX AS A PDF DOCUMENT, use only a .txt file to upload a creditor matrix

4.

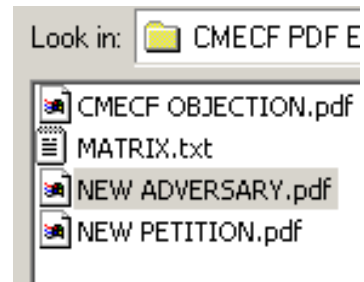
Every document is unique and deserves its own name.

If you fail to give unique names to documents you want to file, you will undoubtedly soon be unable to find anything in your documents folder.

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes



5.

The term verification stems from “verity” or truth

Don’t file verifications on documents without first having secured your client’s approval and original signature. You will need to retain the document with the original signature in your files for a period of four years after the case is closed.

Signature(s) of Debtor(s) (Individual/Joint)

I declare under penalty of perjury that the information provided in this petition is true and correct. [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of title 11, United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter of title 11, United States Code, specified in this petition.

X /s/ _____ Debtor
Signature of Debtor

X /s/ _____
Signature of Join Debtor

6.

Avoid embarrassment - have an adequate credit card balance



If you file a pleading or a case and your credit card declines, there is an entry on the court docket that your credit to card was declined. And of course, ECF sends an e-mail to all your closest colleagues who are also participating in the case.

7.

More creditors than you know what to do with?

If your debtor has found more creditors after the bankruptcy has been filed, it is your responsibility to file an amendment adding creditors. Your certificate of service should indicate that the added creditor(s) received notice of bankruptcy and all applicable deadlines. A filing fee of \$26.00 must accompany all amendments adding creditor(s).

8.

ET phoned home - When in ECF, phone the CM/ECF help desk if you become confused.
478-752-3506, ext. 3503



9.

NO PAPER, NO PAPER, NO PAPER



Everything is electronic. Paper from pro se debtors and creditors is scanned by the clerk's office. Attorneys are asked to file new cases and bankruptcy pleadings electronically.